Read this first!

Please read the following guidance notes before and while completing your application.

1. YOUR APPLICATION PACK

Your application pack includes:

- Job description
- Person specification
- Equal opportunities monitoring form
- Application form

a. JOB DESCRIPTION

This outlines the main responsibilities of the job and will help you to complete the application form.

b. PERSON SPECIFICATION

This is an important document and explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. These 'criteria' are used to select candidates for interview.

'Essential' criteria are those which you must have to carry out the responsibilities of the job. You must meet all the essential requirements to be shortlisted.

'Desirable' criteria may also be included in the person specification. These are extra requirements which may be considered if we receive a large number applicants who meet our 'essential' criteria. However, if you are a disabled applicant, you only need to meet the 'essential' requirements to be shortlisted.

c. EQUAL OPPORTUNITIES MONITORING FORM

Community Links Bromley is committed to equal opportunities and diversity. We ask all applicants to complete an equal opportunities monitoring form, so that we can monitor how well we are reaching all sections of the community, and so that we can make changes if needed.

d. APPLICATION FORM

When you prepare you application form, it may be useful to make a rough draft first. Please give all the information you think we may need – refer to the job description and person specification – as **we cannot guess or assume anything about you.**

In the application form, there is a section where you are asked why you feel you are suitable for this position and what you could contribute to our organisation.

Whether or not you are selected for interview will depend mostly on what you tell us in this section. We use this approach to ensure that we do not discriminate against candidates with different types of backgrounds.

Please refer to the job description and person specification for the post, when completing this section. Go through each item of the person specification one by one and give examples of the knowledge, skills or experience that you have. For example, if one of the requirements is to demonstrate initiative, give examples, from paid or voluntary work, or from your home life, of how you have used your initiative to get things done. Continue this section on a separate sheet if you need to. Please note that we will not accept CVs.

If you require the application form or other documents in an alternative format, please contact us.

2. OUR RECRUITMENT AND SELECTION PROCESS

After the closing date, all application forms are read to see how each person's skills and experience relate to the post being applied for. Applicants who meet these requirements most closely are invited for interview.

Interviews are normally conducted by a three member's panel. These people will ask a number of questions. Interview questions will have been drafted to find out about how well you meet the requirements outlined in the person specification for the job.

You may also be asked to undertake a written or other test. You will be told about this in advance if this is the case.

You will have the opportunity to ask about the job, conditions of service and the organisation.

The interviewing panel will keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable.

To keep our costs down, we do not normally pay travel expenses for people invited to interview. However, if this would cause you difficulty, please let us know and we will pay your expenses.